

Effective Date: November 10, 1996

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

EXECUTIVE DIRECTOR, WISCONSIN WOMEN'S COUNCIL

I. INTRODUCTION

This classification specification is the basic authority (under Wis. Admin. Code ER 2.04) for making classification decisions relative to the management position located at the Wisconsin Women's Council which functions as the Director.

II. DEFINITION

EXECUTIVE DIRECTOR, WISCONSIN WOMEN'S COUNCIL

The sole position allocated to this classification is located at the Wisconsin Women's Council and functions as the Executive Director of that agency. This position manages the administrative and fiscal programs of the Council; develops and implements Council policy, programs, plans and legislation; administers the state funds and contractual arrangements for the Council's programs and initiatives; and directs staff services to the Council. The position reports to the Wisconsin Women's Council.

III. QUALIFICATIONS

The qualifications required for this position will be determined at the time of recruitment. Such determination will be made based on an analysis of the goals and worker activities to be performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification specification was developed during the Professional Program Support Survey to recognize the unique characteristics of this position. The classification was created effective November 10, 1996 and announced in Bulletin CC/SC 60.

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